

**EXHIBIT A**  
**SCOPE OF SERVICES- WORK ORDER No. 1**

**A-1.0 ENVIRONMENTAL INVENTORY- NEW QUARTER PARK**

The environmental inventory analysis will identify potential resources related to New Quarter Park as outlined below.

The components of the Environmental Inventory are described below.

**1.1 Wetland Assessment**

A cursory wetland assessment will be made to determine the general extent wetlands and development constraints they may impose. Existing wetland information from previous delineations and/or County studies provided to VHB by the County may be utilized as appropriate for the assessment.

**1.2 Slope Analysis and Soil Survey**

A review of slope and soil information will be performed based on available published information on the New Quarter Park property. Existing slope and soil information from previous studies (named above) may be utilized, as appropriate.

**1.3 Threatened or Endangered Species Data Base Search**

VHB will research previously published reports on the property and update databases as necessary to develop a list and map of potential habitats for threatened and endangered species on the site. Field surveys to specifically identify the presence of species is not included within the scope outlined herein.

**1.4 Phase I Level Survey for Cultural Resources**

The VHB team will research previously published reports on the property as well as field verifications necessary to perform a Phase I level survey for Cultural Resources required for the feasibility study. VHB will subcontract the services of a consultant, such as Cultural Resources, Inc. (CRI) as necessary to obtain the required information.

**1.5 Phase I ESA**

VHB will perform a Phase I Environmental Site Assessment for hazardous materials. This assessment will serve as an overview of the environmental conditions existing on the site. If it is deemed necessary to obtain additional information, then field data will be collected by VHB. Laboratory testing of field samples is not anticipated at this time and is not included in this scope.

**1.6 Analysis of Shoreline and SAV Issues**

VHB will perform field inspections of the New Quarter Park shoreline to determine if shoreline erosion or potential submerged aquatic vegetation issues may create environmental constraints on the property for improvements on or near the shoreline (i.e. boat launch facilities, piers, expanded floating docks and/or fixed structures, revetments, offshore structures, etc.)

**Products**

Under this task, an Environmental Inventory Report will be prepared which summarizes the environmental findings. This report will be prepared in a format that allows efficient transfer of information to Existing Conditions map outlined below.

**A-2.0 SITE IMPROVEMENTS- NEW QUARTER PARK****2.1 Attend Kick-off / Scoping Meeting**

VHB will attend a project kick-off meeting with County staff for the purpose of confirming the goals and objectives of the project. Priorities for park improvements will be established and discussed as well as proposed improvements, amenities, materials and possible involvement of County resources for project construction.

**2.2 Conduct Existing Conditions Site Survey**

Based on the proposed improvements and criteria established during the kickoff/scooping meeting, an existing conditions survey will be performed to supplement existing GIS data provided by the County. The existing conditions survey will be limited to areas proposed for improvements. In general, existing features, such as the paved parking lot and turn-around, rest room building, volleyball court, the pavilion and surrounding recreational area, the boat launch pier, softball field and connecting paths will be located. Only trees and utilities in the vicinity of existing facilities will be located to the extent needed for the design of future improvements. Utilities will be surveyed based on surface features only; sub surface utility locating is not included as part of this contract.

One-foot contours will be established in the limited areas surveyed and tied into (best fit) existing GIS data. The existing conditions survey does not include boundary surveys, easement research or surveys, or hydrographic surveys.

**2.3 Concept Plan**

An initial concept plan will be produced for the purpose of discussing the recommended plan with the County prior to beginning work on the Preliminary Site Plan package. The concept plan will include back-up of options discussed and considered by the design team. The concept plan and back up material, may include any combination of electronic drawings, GIS based diagrams, hand sketches, photographs, etc.

The concept plan will be provided to the County and discussed during a concept plan meeting prior pursuing preliminary site plans.

**2.4 Preliminary Site Plan**

Under this task VHB will perform the following:

- Prepare Preliminary Site Plans consisting of a Cover Sheet, Existing Conditions map, as described above; and a Demolition, Layout and Materials, Utility and Grading Plan; and
- Meet with the County to discuss the plan layout and incorporate their comments into the plans prior to final site plan preparation.

Deliverables: 4 copies of Preliminary Plan (six sheets maximum) on 24" x 36" paper.

## 2.5 Final Site Plans (Construction Plans)

VHB will develop final site plan drawings, prepared in accordance with York County requirements. It is assumed that any required County approvals are in place for this project and that no variances, special permits, or jurisdictional authority approvals are required as part of the site plan package. This proposal assumes that site plan drawings will be reviewed and approved administratively by York County.

Drawing format will be 24" x 36" sheets at an appropriate scale (maximum 1" = 30') and adequate for use in construction documents. The County shall provide any additional necessary prototypical site details, specifications, and special criteria applicable to this project prior to VHB's initiation of this task.

The site plan drawing package will include proposed site improvements only. It is assumed that there are no major utility improvements, such as water system design or modeling from a public water system, or connection of the park sanitary sewer system to a public sanitary sewer system. In general, the information to be included in the drawing package will consist of the following:

*Cover Sheet;*

*Notes and Legend Sheet;*

*Existing Conditions Plan;*

*Demolition, Layout and Materials, Utility and Grading Plan, including:*

- Depiction of waterline sizes and connections from existing service;
- Layout and dimensioning of driveway improvements, curb and gutter, pedestrian walkway, curb entrances, pavement striping, and ADA handicap access ramps;
- Locations of site improvements such as picnic shelters, restroom/storage/office building, signage, guardrail, fencing, walls, proposed lighting fixture locations;
- Park paths and trails, foot bridges;
- Limits of paving, pavement milling, parking lot surface treatment and rigid pavements;
- Location(s) of proposed signage and pavement markings. If required, site signs shall be VDOT standard details, unless otherwise provided by the Client;
- Schematic layout of site lighting (selection of site lighting fixtures by Client and electrical wiring and connection details by others);
- Existing site topography, approximate limits of 100-year flood plain;
- Proposed grading and drainage divides;
- Stormwater collection, grass swales, and piping systems, curb inlets, layout, inverts, materials specifications, and construction details.

*Erosion and Sediment Control Plan;*

- Layout of erosion and sediment control measures, including design of temporary sediment traps and basins, if required;
- Erosion and sediment control measure construction details, per applicable local and state standards; and
- Erosion and sediment control narrative.

*Construction Details and Computation Sheet;*

- Various construction details, including ADA handicap ramps, curb and gutter, concrete entrances, proposed surface treatment, storm drainage culvert and structures, walkway, erosion and sedimentation control.

Deliverables: 6 copies of Final Site Plans on 24" x 36" paper.

## **2.6 Opinion of Probable Construction Costs**

VHB will provide an estimate of probable construction costs in a Bid-list format, which can be modified by the County for inclusion in the County Bid Documents.

## **2.7 Meetings**

VHB will attend project team meetings, meetings with County staff. For budgeting purposes, we have assumed four (4) meetings as follows:

- Kick-off meeting (1)
- Concept design meeting (1)
- Final design meeting (1)
- Pre-Bid meeting (1)

## **CLIENT-FURNISHED INFORMATION**

It is understood that VHB will perform services under the sole direction of the client. In the performance of these services, VHB will coordinate its efforts with those of other project team members as required. The client shall provide VHB with additional project-related technical data including, but not limited to, the following:

- Property tax maps in paper and/or GIS format.
- Courthouse research assistance in obtaining property and right-of-way data for park property and adjacent properties.
- All County GIS information for New Quarter Park and adjacent properties including topography for base mapping.
- Utility maps and information for New Quarter Park utilities.

VHB will rely upon the accuracy and completeness of client-furnished information in connection with the performance of services under this Agreement.

## **SCHEDULE**

VHB anticipates performance of engineering services, exclusive of client review, to be completed within the following time frame (assuming a November 2002 start date):

	TASK	Est. Date Completed
A-1.0	Environmental Inventory	February 2003
A-2.0	New Quarter Park Site Plans	April 2003

VHB will begin performance of the above services on the date written authorization to proceed is received.

## **SERVICES NOT INCLUDED**

- Traffic studies, counts, intersection analysis, etc.;
- Wetland delineation surveys;
- Boundary surveys, hydrographic surveys, detail surveys, except as noted above, plat preparation, easement documents or right-of-way plans;

- Geotechnical testing or sampling;
- Market analysis, economic benefits/development studies;
- Structural and architectural design of buildings, shelters or bridges;
- Design of public water and sanitary utility systems;
- Preparation and distribution of contract documents, specifications and bid packages, except as noted above;
- Interpretive information and signage.

Should work be required in these areas, or areas not previously described, VHB will prepare a proposal or amendment, at the client's request, that contains the Scope of Services, fee, and schedule required for completing the additional items.

## **EXHIBIT B COMPENSATION**

VHB will perform the Scope of Services for Work Order 1 contained in this Agreement on a Not-to-Exceed basis. Payment will be made upon receipt of Invoices. Invoices will be based upon work performed. The Upset Limit for this Scope of Services is \$49,600.00 including project expenses, allocated approximately as follows:

	<u><b>Total Fee</b></u>
A-1.0 Environmental Inventory	\$ 13,900
Estimated Expenses	1,000
A-2.0 New Quarter Park Site Plans	32,600
Estimated Expenses	2,300
<b>TOTAL PROJECT LABOR FEE</b>	<b>\$46,500</b>
<b>TOTAL ESTIMATED PROJECT EXPENSES</b>	<b>3,300</b>
<b>TOTAL PROJECT FEE</b>	<b>\$49,800</b>

All direct expenses related to the project and subconsultants' fees will be included in the Not-to-Exceed amount.